

SEDGWICK COUNTY, KANSAS
DIVISION OF INFORMATION & OPERATIONS
Kathleen B. Sexton, Assistant County Manager & CIO

FACILITY PROJECT SERVICES
Stephanie Knebel, Manager

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TO: All known attendees at the pre-proposal meeting for RFP#02-0083 for Sedgwick County On-Call Architectural and Engineering Services

FROM: Stephanie Knebel, Manager, Facility Project Services

DATE: November 5, 2002

ADDENDUM NUMBER ONE (1)

This Addendum is hereby made part of the Contract Documents to the same extent as though it were originally included therein. Refer to "Bid Form" for acknowledgement of Addenda.

Item #1 Please change item #2 in the "Contractual Expectations" section to read:

Hourly costs included in response to the RFP are firm costs for the first three (3) years of the contract. After completing the first three (3) years of the contract, the County will consider an increase in hourly costs of up to 6%. This request and back-up documentation should be forwarded to the Facility Project Services Manager at the time of the request. If approved and the contract extended, this increase would be in effect for year four (4). If the contract is extended for year five (5), the rate will be the same as year four (4). No other rate increase will be approved.

Item #2 Question: Suppose a Drafter II who gets paid \$35 per hour earns a promotion to Drafter III who gets paid \$45 per hour. Both rates are accounted for in the proposed rate schedule. Would this type of increase be allowed under the terms set forth by the County?

Response: The County expects the successful firm to assign work according to ability and not by personality. Work that is customarily assigned to a Drafter II should continue to be assigned to a Drafter II.

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Item #3 Question: Suppose the main contact person gets promoted?

Response: Please see response to question #2. In addition, the rate for the main contact person is to be as quoted in the proposal for the entire three-year term of the contract.

Item #4 Please note that CIP books were distributed at the October 29, 2002 pre-proposal meeting.

Item #5 Sign-In sheet from the October 29, 2002 pre-proposal meeting is attached.

Item #6 At the pre-proposal meeting, Mike Siewert from Wilson Darnell Mann stated that billable hours ranged between 4,000 and 5,000 hours per year for the entire team.

Item #7 Clarification: Bid Response Form Item #2: Hourly Costs.

The County expects that hourly rates be submitted for all disciplines listed on page 2 of the RFP. Hourly rates are to be provided for every level that will be working on projects as a part of these on-call services. For example: If your firm anticipates assigning Drafter I, Drafter II, or Drafter III to work on County projects at any time during this contract, then these hourly costs need to be submitted.

END OF ADDENDUM NUMBER ONE (1)

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This Addendum is hereby made part of the Contract Documents to the same extent as though it were originally included therein. Refer to “Bid Form” for acknowledgement of Addenda. All Contractors, Subcontractors and suppliers are reminded to review and be familiar with all Addenda items (as well as all parts of the Construction Documents) so as to understand the extent of their work and its interrelation with other trades.

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